

United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office

2800 Cottage Way, Suite W1834

Sacramento, California 95825

www.ca.blm.gov

May 31, 2001



IN REPLY REFER TO

1510 (P)

CA-944

EMS TRANSMISSION: 05/31/01

Instruction Memorandum No. CA-2001-043

Expires 09/30/02

To: All State Office Employees

From: DSD, Support Services

Subject: End of FY 2001 and Beginning of FY 2002 Procurement Requirements

DD: 09/01/01

This memo is written to inform all State Office employees of the deadline dates for the submission of small purchase requirements to the State Office Procurement Team. These deadlines are necessary due to the heavy end of year workload caused by end of year closing requirements and the renewal of continuing requirements, such as Blanket Purchase Arrangements (BPA's), maintenance agreements and annual rental agreements. Any requirements submitted after the deadline dates will only be processed if time permits and it is highly likely that they will not be processed this fiscal year.

The following deadlines for submission of procurement requirements are hereby established:

Supplies and Services

Requisitions for Supplies and Services must be received no later than **September 1, 2001**.

Blanket Purchase Arrangements (BPA's)

New orders must not be placed against existing BPA's after **August 31, 2001**. *BPA vendors will be notified not to accept orders after that date.*

Use of Government VISA Purchase Card

All items that you desire to be charged against FY 2001 funds may be charged against Government VISA purchase cards no later than **September 18, 2001**.

FY 2002 Requirements

Rental Agreements, Maintenance Agreements, etc.

Requisitions for FY 2002 rental agreements, maintenance agreements and other continuing requirements must be submitted by **September 1, 2001**.

If you have questions regarding this IM, you may contact David Peeples, State Procurement Analyst @ (916) 978-4525.

Signed by:

Karen Barnette

DSD, Support Services

Authenticated by:

Richard A. Erickson

Records Management

